

CAPTAINS: MUST KNOW

1. Register your team(s) between Monday, August 17 and Monday, September 21, 2020.
2. You may only use the **Official Miles for Wellness Challenge 22: Walking the Lakeside Trails Captains Tracking Spreadsheet** for registration and reporting of steps for this competition.
3. The Captains Tracking Spreadsheet contains two pages (page tabs at bottom left of sheet):
 - a.) Team Roster page - for entering your team data and members' contact information; and
 - b.) Captains Tracking page - for reporting team step totals.
4. The only way to add team member names to the Captains Tracking Spreadsheet is through the Team Roster page (red tab). The only thing that CAN be typed onto the Captains Tracking page (gray tab) are the weekly step totals of your team members.
5. You may add or substitute team members on the Team Roster through Week 2 reporting. After that first report is submitted, all teams should remain the same for the duration of the competition.
6. You are responsible for collecting and keeping the signed Liability Waiver forms from all team members. Also, at the end of the challenge, captains must gather and keep all Participant Spreadsheets at the time of submission of final step totals. The participant spreadsheets should be kept until the official announcement of winners.
7. You must advise team members who use conversions to remove their tracking device while performing the activity for which a conversion will be used, in order to avoid "double-dipping".
8. You should encourage your team members throughout the competition and lead by example.
9. Unfortunately, the Office of State Human Resources does not have pedometers to give out to participants.
10. You will receive the link to report step totals via an email from Milesforwellness@nc.gov
11. You are responsible for recording your Team Total Steps on or before the dates below (also listed at the bottom of the Captains Tracking Spreadsheet):
 - a.) Weeks 1 and 2 (BLUE BOX #) is due by Wednesday, OCTOBER 7.
 - b.) Weeks 1 - Week 4 (BLUE BOX #) is due by Wednesday, OCTOBER 21.
 - c.) Weeks 1 - Week 6 (BLUE BOX #) is due by Wednesday, NOVEMBER 4.
 - d.) **Weeks 1 - Week 8 (BLUE BOX #)** is due by **WEDNESDAY, NOVEMBER 18.**

FINAL STEPS MUST BE REPORTED BY WEDNESDAY, NOVEMBER 18.

Registration takes place starting August 17 through September 21 at:

<https://oshr.nc.gov/miles-4-wellness-home>

After registration, captains will receive an electronic REPORTING LINK.

******Winners will be announced to captains via email on or before Wednesday, November 25!**

Final team step submissions received after the November 18 deadline will not be eligible to win.